

REQUEST FOR PROPOSALS

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL

RFP 04-699104-24

FISCAL YEARS 2005-2006

INTRODUCTION

This Request for Proposals is to solicit applications for the Fairfax County Consolidated Community Funding Pool (CCFP), a County of Fairfax competitive contract award process for eligible programs and services offered by community-based organizations.

Funding in the CCFP is available from a combination of local, state and federal sources:

- Federal and State Community Services Block Grant (CSBG) (*approximately 6% of total funds*)
- Federal Community Development Block Grant (CDBG) (*approximately 26% of total funds*)
- Fairfax County General Fund (*approximately 68% of total funds*)

Contracts will be awarded for a two-year period, beginning July 1, 2004 through June 30, 2006. An estimated \$9 million will be available for each of the two fiscal years. The final amount will be determined upon the Fairfax County Board of Supervisors' approval of the Fairfax County Fiscal Year 2005 and Fiscal Year 2006 budgets.

HOW TO APPLY

This Request for Proposals includes the instructions to apply for funds. Applications may be submitted by mail or delivered in person. All applications must be received by **Wednesday, December 10, 2003, 2:00 p.m. at the following location:**

**Fairfax County
Department of Purchasing
and Supply Management
12000 Government Center Parkway, Suite 427
Fairfax, Virginia 22035**

HOW PROJECTS ARE SELECTED FOR FUNDING

A Selection Advisory Committee (SAC), comprised totally of Fairfax County citizens, is appointed by the County Executive to recommend proposals for awards. Individuals on the SAC serve on a volunteer basis, must reside in Fairfax County, may not be a current officer, employee or Board member of an applicant agency, nor may they be a current County employee or member of the Consolidated Community Funding Advisory Committee (CCFAC). The SAC reviews and rates proposals according to the funding priorities and evaluation criteria established by the CCFAC. The evaluation criteria are listed on page 5 of this RFP.

Offerors will be notified of the SAC's award recommendations in April 2004, following approval by the Board of Supervisors. Approved projects will be awarded funds through a contractual agreement with the County, subject to negotiations on final terms and conditions conducted in May and June of 2004. Contracts will begin July 1, 2004.

BACKGROUND

In 1995, the Fairfax County Board of Supervisors (BOS) designated the CCFAC to oversee Consolidated Community Funding Pool policy, planning and development of priorities and proposal evaluation criteria. The CCFAC is comprised of representatives from 12 Fairfax County Human Services Boards and Commissions, and representatives from the education community and the business community and the Fairfax-Falls Church United Way. In addition to its role in policy setting for use of the CCFP funds, in FY 1999, the CCFAC was charged by the BOS with development of priorities for the Fairfax County Consolidated Plan. This plan, a requirement of the U.S. Department of Housing and Urban Development (HUD), establishes the County's priorities for use of federal funds from the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Shelter Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA). In addition, the CCFAC works in partnership with the Community Action Advisory Board (CAAB) to determine the program areas for CCFP awards funded through the Community Services Block Grant (CSBG) allocation to Fairfax County. The CAAB plans simultaneously and in conjunction with the CCFAC on identifying community needs and reviews CSBG funded projects' performance.

To determine how funds in the CCFP should be used, the CCFAC:

- Established a Community Input Committee which meets monthly and acts as a forum for all interested parties to share their knowledge of community needs.
- Reviewed human services needs and program utilization data from County agencies and other sources.
- Conducted a public input meeting and invited all interested parties to present their comments on the proposed priority areas.
- Surveyed County boards, authorities and commissions associated with human services.
- Invited County agency and school system leadership staff to speak on human service needs and priorities.

For the FY 2005-2006 funding cycle, the CCFAC organized the Funding Priorities according to five Priority Areas listed on page 3 under Proposal Guidelines of this RFP. The Fairfax County Board of Supervisors approved the Funding Priorities on July 21, 2003. The Board Action Item to approve the Priorities and a description of them is found in the Fiscal Years 2005 and 2006 Consolidated Community Funding Pool RFP Technical Workbook (hereafter called the Technical Workbook), a supplemental guide to assist offerors in applying for funds.

The Consolidated Community Funding Pool is jointly supported by an interagency team from four Fairfax County departments:

- Department of Administration for Human Services
- Department of Family Services
- Department of Housing and Community Development
- Department of Systems Management for Human Services

This Request for Proposals is the sixth since the creation of the CCFP. For information on previously funded projects, please visit www.fairfaxcounty.gov/service/ccfp.

PROPOSAL GUIDELINES

All proposed projects should address no more than two of the funding priorities listed below. In the case of projects for which multiple organizations are collaborating on a joint program proposal, the proposal may target up to a maximum of three priority areas for funding consideration. A detailed description of the funding priorities is found in the Technical Workbook, page 114.

FUNDING PRIORITIES		TARGET FUNDING PERCENTAGES
Priority 1:	People Find and Maintain Safe Appropriate and Affordable Housing	31%
Priority 2:	People Have the Skills & Support They Need to Be Self-Sufficient	26%
Priority 3:	Families and Individuals are Healthy Stable and Independent	16%
Priority 4:	Youth Make Safe, Responsible Decisions	16%
Priority 5:	Families and Individuals Meet Their Basic Needs	11%

1. ELIGIBLE OFFERORS:

- Organizations with non-profit 501(c)3 tax exempt status, or organizations who have established their 501(c)3 tax-exempt status by July 1, 2004.
- Faith-based or religious organizations.
- The City of Fairfax and Towns of Clifton, Herndon and Vienna are eligible Offerors for Consolidated Community Funding Pool funds allocated from the Federal CDBG funds.
- Offerors for new housing construction must be Community Based Development Organizations (CBDO's), as defined in the Technical Workbook.
- Offerors may be based in other jurisdictions provided that the proposed project benefits eligible Fairfax County residents as defined in section 3 (page 4), Eligible Clients.

PROPOSAL GUIDELINES

2. ELIGIBLE PROJECTS:

- a. Awards for Capital Projects or Administration of Capital Projects will only be made for projects that result in the production or preservation of affordable housing located in Fairfax County or the Cooperating Jurisdictions of Fairfax City and the Towns of Clifton, Herndon and Vienna.
- b. Affordable Housing Capital Projects and Administration for the Development of Affordable Housing Capital Projects awards must comply with CDBG regulations and guidelines as identified on page 221 in the Technical Workbook.
- c. Administration for the Development of Affordable Housing Capital Projects must be related to the support of acquisition, construction and/or rehabilitation of affordable housing. Such projects may include but are not limited to salaries, wages and related staff costs, rental of office space, office supplies and equipment, insurance, utilities and accounting, audit and legal services. Funds may not be used for the on-going operation costs for completed capital projects.

3. ELIGIBLE CLIENTS:

- a. Awards funded through the CSBG must benefit residents at CSBG income levels referenced in the Technical Workbook, page 176. Consolidated Community Funding Pool awards made with CSBG funds will be designated for housing, youth, employment and emergency programs.
- b. Projects funded through the Fairfax County General Fund must serve clients who reside in Fairfax County or the Towns of Clifton, Herndon or Vienna. CSBG funded projects may also serve clients who reside in the Cities of Fairfax and Falls Church.

4. PROJECT AWARD PROVISIONS:

- a. All awards are subject to the County of Fairfax General Conditions and Instructions to Bidders and Special Provisions found in the Technical Workbook, page 141.
- b. All awards receiving funds from the Community Services Block Grant and Community Development Block Grant will be subject to all Federal and State laws, regulations and guidelines governing those grants.

EVALUATION CRITERIA

The Selection Advisory Committee will use evaluation criteria established by the CCFAC to rank each proposal submitted. Each criterion element is rated separately. Proposals may receive up to the maximum points allowed based on the ability to respond to each criterion element. A detailed description of each criterion is included in this RFP. Funding allocations are based on the applicant's ability to adequately address the following:

ALL APPLICATIONS

will be considered on the following criteria:

		Maximum Points
Criterion I	Demonstration of Need	20 points
Criterion II	Approach	25 points
Criterion III	Outcomes	20 points
Criterion IV	Organizational Capacity	15 points
Criterion V	Budget and Budget Justification	20 points
TOTAL		100 points

APPLICATIONS FOR AFFORDABLE HOUSING

will also be considered on the following additional criteria:

		Maximum Points
Criterion VI	Consolidated Plan Priorities	15 points
Criterion VII	Impact on Affordable Housing Stock	15 points
Criterion VIII	Project Readiness	10 points
Criterion IX	Project Financing	10 points
Subtotal		50 points
TOTAL		150 points

PROPOSAL INSTRUCTIONS

1. PROPOSAL PREPARATION

Offerors are requested to include the following in the order listed below in their proposal submission:

- Form 1: Proposal Cover Sheet
- Table of Contents
- Form 2: Proposal Summary Sheet
- Demonstration of Need
- Approach
- Organizational Capacity
- Budget and Budget Justification
- Form Section (Forms 3-5 and applicable Affordable Housing Project Forms)
- Attachments

Offerors submitting Affordable Housing Capital Projects should also respond to four (4) additional components and complete the appropriate forms:

- Consolidated Plan Priorities
- Impact on Affordable Housing Stock
- Project Readiness
- Project Financing

A detailed description of each of these components is found on pages 8-11

2. PROPOSAL SUBMISSION:

- a. All pages are to be numbered, including attachments.
- b. There is no limit to the number of project requests an organization may submit. Each proposal must be submitted and packaged separately with all requested forms and attachments. Offerors are requested to submit one original and five (5) copies of the proposal, requested forms, and attachments for each proposed project.

If submitting more than one application, two sets of attachments are required for the following items: the organization's mission statement, current board of directors, current financial audit, current Federal Tax Form 990, FY 2004 organization-wide budget and 501(c)3 certification. Proposals should be submitted in sealed envelopes or boxes. The RFP number, offeror's name and address should be indicated on the outside of each envelope or box.

- c. Proposals should be prepared on a word processor or typed. The proposal narrative (exclusive of requested forms and attachments) should not exceed ten (10), single sided, 8½ by 11 inch pages and should be in a readable type of 12 point or larger. Proposal forms, attachments and Table of Contents are exempt from the page limitation count.
- d. Submitted proposals are copied for Selection Advisory Committee use. Therefore, the offeror should not use colored, textured, heavy weight or tabbed paper. In addition, all attachments, originally published or printed on two sided, color and/or glossy paper, should be recopied on single 8½ by 11 inch white paper for submission in the proposal.
- e. Bindings are restricted to a clip or staple. Notebooks or folders requiring page perforation should be avoided.
- f. Submissions by facsimile machine or via the Internet **will not** be accepted.

Proposals must be received no later than 2:00 p.m. Wednesday, December 10, 2003 by the Fairfax County Department of Purchasing and Supply Management at 12000 Government Center Parkway, Suite 427, Fairfax, Virginia 22035.

- ***Late proposals will not be accepted.***
- ***A proposal with an unsigned Form 1, Proposal Cover Sheet, WILL NOT BE ACCEPTED.***

PROPOSAL INSTRUCTIONS

3. TECHNICAL WORKBOOK:

A Technical Workbook, which includes several reference documents to assist you in the development of your proposal, will be available at the Pre-Proposal Conference. The Technical Workbook is also available through the Department of Administration for Human Services Contracts Management, Suite 738, 12011 Government Center Parkway, Fairfax, Virginia 22035. A telephone request may be made by calling 703-324-5551 or TTY 703-324-5628.

4. LARGE PRINT VERSION:

This RFP is available in large print typeface through the Department of Administration for Human Services Contracts Management. Telephone requests may be made by calling 703-324-5551 or TTY 703-324-5628.

5. INTERNET VERSION:

This Request for Proposals is available for downloading through the Internet at: www.fairfaxcounty.gov/dpsm.

Application Forms may be completed on-line at www.fairfaxcounty.gov/service/ccfp/.

The RFP may be requested on diskette in WORD or Word Perfect format by calling the above number listed in paragraph 4.

6. QUESTIONS:

A Pre-Proposal Conference will be held Monday, November 10, 2003 at 10:00 AM in the Board of Supervisors Auditorium at the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, Virginia.

The purpose of the Pre-Proposal Conference is to give potential offerors an opportunity to ask questions regarding the RFP. Attendance is optional; however, it will be the only conference held on this solicitation. This pre-proposal conference will also be simulcast live on Cable Channel 16, the Fairfax County government television station.

Videotape recordings of the pre-proposal conference will also be available by calling 703-324-5551.

Questions regarding contractual matters should be directed to Sandy Jones, Contract Administrator, Department of Purchasing and Supply Management at 703-324-3291.

Technical questions regarding Human Services projects should be made to Becky Offutt, Department of Administration for Human Services, at 703-324-5551 or TTY 703-324-5628.

Technical questions regarding Administration for the Development of Affordable Housing Projects or Affordable Housing Capital Projects should be made to Audrey Spencer-Horsley, Department of Housing and Community Development, at 703-246-5170 or TTY 703-385-3578.

PROPOSAL CONTENT

Offerors are requested to respond to the following:

A. PROPOSAL COVER SHEET:

Proposal Cover (Form 1) — Fill out completely. Offeror's executive director or designee must sign each Proposal Cover Sheet. **Proposals without signed cover sheets will not be considered for funding.** One organization should be designated as the proposal contact if proposal is submitted jointly by multiple organizations.

B. PROPOSAL SUMMARY:

The Proposal Summary (Form 2) describes the project. Narrative is to be brief and concise using the space provided. Funding Priorities that can best be met by the proposed project are to be noted.

C. DEMONSTRATION OF NEED:

Maximum Points – 20

Proposal describes need, relates it to no more than two Consolidated Community Funding Pool (CCFP) funding priorities (or three or fewer funding priorities if proposal has been submitted in collaboration with one or more other non-profit organizations) and demonstrates how adequately the need is being met.

1. Explain how the identified need relates to the proposal's selected funding priority or priorities.
2. Clearly describe and justify the need, the affected population and community to be addressed by the proposed project and how the identified need is not being adequately met for the proposed population, community and geographic area to be served. Include critical and relevant information about the population to be served. For existing projects, explain how the identified need would not be met for the proposed population and community if the project were not funded.
3. Describe how the proposed project will maximize client's access, utilization of and willingness to accept proposed services that address the identified need.

D. APPROACH:

Maximum Points – 25

Proposal describes what the project will do; how it will be implemented, operated and administered within a realistic time period; how it will be provided within a cooperative service delivery approach; and how readily targeted clients will access services.

1. List and describe project activities and/or services that will address the identified unmet need.
2. Identify the number of individuals, households or communities each activity and/or service will serve.
3. Describe how the project activities will be organized, implemented and completed. Include statistics that complete the description of the services.
4. If project funding is required for both FY 2005 and FY 2006, describe what will be conducted and accomplished in each year.
5. Provide a project timeline that identifies milestones to be accomplished during the contract period.
6. Identify any cooperative approaches and describe how they will benefit the performance of the project.

AFFORDABLE HOUSING CAPITAL PROJECTS must also provide the following when describing their approach:

7. Complete Form 6 — Development Project Summary
8. If the project requires temporary displacement, indicate the number of households and describe specific assistance to be provided to households temporarily displaced. Include financial and other assistance, and the sources of such assistance. **(NOTE: Projects requiring Permanent Relocation WILL NOT BE CONSIDERED.)**

PROPOSAL CONTENT

E. OUTCOMES

Maximum Points – 20

Proposal clearly identifies and describes one or more measurable project outcomes that are consistent with the identified unmet need and project approach; and that the outcome will have a significant impact on the population and/or the community affected by the unmet need.

Complete a separate Form 3 (Project Outcome Worksheet) for each proposed project outcome. The form(s) are to be placed in the proposal in the Forms Section. (**NOTE:** *One or more of the proposed project outcomes should be achievable within each of the two fiscal years for which the proposal is eligible. Should the offeror propose additional outcomes to be achieved beyond Fiscal Years 2005 and 2006, identify the outcome(s) on Form 3 and the proposed year of achievement listed within the form's note section.*)

F. ORGANIZATIONAL CAPACITY

Maximum Points – 15

The proposal demonstrates the applicant's organizational skills, experience and resources necessary to implement and manage the project. The proposal submitted is a collaborative proposal between two or more non-profit organizations.

1. Provide a brief overview of other types of projects and activities provided by the offeror.
2. Identify any staff positions that will need to be filled after award start-up and when they will be in place.
3. Describe the work to be performed by professional and non-professional volunteers by category. For each of the two categories, list the estimated number of volunteers and estimated number of hours to be worked in FY 2005 and FY 2006.
4. Describe required facilities, equipment and other physical resources for the effective implementation of this project and applicant's access to these resources. Indicate if license will be required for the proposed facility and how the offeror will comply with license requirements.

5. Describe project's fiscal management system to include: type of accounting records (manual or automated), use of outside accounting and/or payroll services, capability to track CCFP funds, amount and justification for cash reserve, and availability of a line of credit. If a cost allocation process is used, please describe.
6. Describe past project performance or success in initiating, maintaining and completing similar projects or projects of a similar magnitude.
7. Attach the following:
 - a. Organization's mission statement and/or strategic plan, if available.
 - b. Current Board of Directors' roster and Board of Directors' roles and responsibilities.
 - c. Project staff position descriptions, including project management and fiscal staff positions. Identify position functions and required skills, experience and/or credentials.
 - d. Project staff resumes, as applicable.
 - e. Current financial audit and management letter. If an audit or a management letter was not provided as a part of the audit, explain.
 - f. Current Federal Tax Form 990. (If not available, explain.)
 - g. Fiscal Year 2004 organization-wide budget.
 - h. 501 (c) 3 certification or letter of proposal for 501 (c) 3 certification.
 - i. Recent project performance evaluation for existing projects. (If not available, explain in the written narrative.) If the project does not currently exist, attach a project performance evaluation for a similar project conducted by the offeror.

Place each in the attachment section of the proposal and identify by name and page number in the Table of Contents. (**NOTE:** *If submitting more than one application, two sets of attachments are required for items a, b, e, f, g, and h. Package these items separately with a clip or staple and label accordingly.*)

PROPOSAL CONTENT

AFFORDABLE HOUSING CAPITAL PROJECTS
also provide the following as part of their
Organizational Capacity submission
(additional items 7j through 10):

- j. Provide one or more of the most recent performance evaluation(s) of a housing project(s), preferably from a current funding source(s), and for projects the same as or similar to the proposal for this RFP. If performance evaluations have not been provided in the past by the County or other sources, please provide any other supporting documentation that demonstrates project experience and successful completion of housing projects.
8. List the housing projects offeror has undertaken over the last three years. Please provide the following for each: project name, location, type of project (rental/homeownership), number of units, year started and completed, estimated cost and population served.
9.
 - a. Complete the Community-Based Development Organization (CBDO) Checklist found in the Technical Workbook, page 215, if applicable, and place in form section.
 - b. If the applicant is requesting funding for a new construction project, and currently does not meet all the CBDO requirements as indicated in 9.a. above, describe steps applicant has taken or that will be taken, and when, to meet all the CBDO requirements. *(Offerors recommended for funding will be required to submit CBDO documentation indicated in the checklists before award or execution of a contract.)*
10. Complete Form 10: Applicant Experience and Qualifications.

G. BUDGET AND BUDGET JUSTIFICATION

Maximum – 20 Points

Proposal presents a clear and reasonable project budget and identifies additional resources other than County funds or County contributions that can help support the proposed project.

1. Complete Form 4: Project Budget Request
(NOTE: “Total Project Budget” means the total cost of conducting that project in Fairfax County, CCFP funds requested included. “CCFP Budget Request” should reflect the portion of the total budget to be funded by CCFP only.)
2. Complete Form 5: Estimated Project Revenue
(NOTE: Cash resources include donations, grants, contracts and awards. Non-cash resources include volunteers, in-kind contributions and goods, supplies and service donations. Non-professional volunteers are to be valued at \$18.93 per hour. Professional volunteers’ hourly value is to be determined by the offeror and justified within the written narrative.)
3. Explain and justify each proposed budget line item and why CCFP funds are required. If the project is asking for management and general overhead expenses, please explain in narrative the purpose and provide a line item explanation and justification.
4. If the project is currently being funded by a resource other than CCFP, explain why CCFP funds are needed.
5. Indicate whether any other County contributions or awards will support or are anticipated to support this project. Explain their commitment status. County awards may include loans, cash grants or contracts. Other County contributions may include space, utilities, equipment, staff or service.

PROPOSAL CONTENT

6. Explain other necessary cash and non-cash project budget expenditures not being proposed for CCFP funding. (**NOTE:** Other County cash [non-CCFP] and non-cash resources for the proposed project, as identified in Form 5, are to be described in this section.)
 - a. Identify proposed resources for other cash and non-cash budget expenditures.
 - b. Explain the commitment status (e.g. received grant or contract, letter of commitment, planned fundraiser, etc.) for the proposal resources.
 - c. Identify and explain how other sources for required cash or noncash resources, not currently committed will be obtained and when.
 - d. Explain how the value of non-cash resources (i.e. professional volunteers, in-kind contributions and goods, supplies and service donations) was determined.

AFFORDABLE HOUSING CAPITAL PROJECTS *also respond to item J7*

7. Indicate whether the project is currently or was previously funded by CDBG funds. If the proposal is for a capital project currently or previously funded by CDBG funding, indicate the year and amount of funding and briefly explain how previous funding was used and what more will be accomplished with the proposed CCFP award.

The following items are applicable **ONLY** to **AFFORDABLE HOUSING PROJECTS**.

H. CONSOLIDATED PLAN PRIORITIES **Maximum Points – 15**

Proposal serves one or more of the priority household populations identified in the Fairfax County Consolidated Plan: Fiscal Year 2001-2005. Very low income means 50% or less of the MSA Median Income.

Complete Form 7: Consolidated Plan: Priorities for Household Categories

I. IMPACT ON AFFORDABLE HOUSING STOCK

Maximum Points – 15

Proposed project produces new affordable units in an area with limited existing affordable housing and there is a documented market for proposed affordable housing project; OR Proposed project preserves and/or rehabilitates existing affordable units in a targeted area designated by the Board (e.g. conservation/redevelopment area or rehabilitation districts) or by the legislative body or a participating jurisdiction (e.g. improvement or rehabilitation districts).

1. Describe amenities, assets of the neighborhood and available support services, if applicable.
2. Provide a market justification for this project.
3. What evidence can be shown that this project will rent up or sell?
4. Describe your marketing plan for this project.
5. Complete Form 8: Impact on Affordable Housing Stock

J. PROJECT READINESS

Maximum Points – 10

Proposal provides evidence that applicant has identified or controls a site and is ready to proceed with development, acquisition and/or rehabilitation.

Complete Form 9: Project Readiness and provide the requested attachments as applicable.

K. PROJECT FINANCING

Maximum Points - 10

Proposal provides evidence that project financing and operating plans, if applicable, are feasible, and financing sources are committed or secured.

1. Complete Forms 11, 13 through 16 for rental projects.
2. Complete Forms 12, 13, and 15 for homeownership projects.

CRITERIA

HUMAN SERVICE PROJECTS & ADMINISTRATION FOR THE DEVELOPMENT OF AFFORDABLE HOUSING PROJECTS

I DEMONSTRATION OF NEED:

MAXIMUM POINTS – 20

Proposal describes need, relates it to no more than two Consolidated Community Funding Pool (CCFP) funding priorities (or three or fewer funding priorities if proposal has been submitted in collaboration with one or more other non-profit organizations) and demonstrates how adequately the need is being met.

	CRITERION ELEMENT	Points Per Element
A	Proposal clearly describes the need and affected population and communities and/or Human Service Regions to be served. Proposal describes how the identified need relates to each CCFP funding priority selected for proposed project.	0 – 10
B	Proposal demonstrates that the need is not otherwise being adequately met for the population and communities and/or Human Service Regions proposed to be served.	0 – 10

II APPROACH:

MAXIMUM POINTS – 25

Proposal describes what the project will do; how it will be implemented, operated and administered within a realistic time period; how it will be provided within a cooperative service delivery approach; and how targeted clients will access services.

	CRITERION ELEMENT	Points Per Element
A	Proposal describes project activities that will address the identified need and population; identifies the communities and/or Human Service Regions for which the service will be provided; and specifies the number of people or communities each activity will serve.	0 – 5
B	Proposal clearly describes a clear and reasonable work plan for how the program will be implemented, operated and administered and provides a realistic timeline to initiate and complete project activities.	0 – 5
C	Proposal demonstrates a cooperative service delivery approach to maximize service delivery, achieve efficiencies and minimize duplication.	0 – 5
D	Proposed project maximizes clients' access, utilization and willingness to accept proposed services.	0 – 5
E	Proposal provides community-building and leadership development in targeted neighborhoods and communities; and / or proposal incorporates strategies to involve residents of the community and/or (when feasible) the targeted population in volunteer services as part of the project proposal.	0 – 5

CRITERIA

III. OUTCOMES:

MAXIMUM POINTS – 20

Proposal clearly identifies and describes one or more measurable project outcomes that are consistent with the identified unmet need and project approach; and that the outcome will have a significant impact on the population and/or the community affected by the unmet need.

	CRITERION ELEMENT	Points Per Element
A	Proposal identifies outcomes that are consistent with the identified unmet need and project approach.	0 – 5
B	Proposal describes measurable outcomes and methods to measure them that can be implemented upon contract initiation.	0 – 5
C	Proposed outcomes are reasonable for the scope of the project and can be accomplished in the contract period.	0 – 5
D	Proposal demonstrates that the outcomes will significantly impact the population and/or the community affected by the unmet need.	0 – 5

IV. ORGANIZATIONAL CAPACITY:

MAXIMUM POINTS – 15

The proposal demonstrates the applicant's organizational skills, experience and resources necessary to implement and manage the project. Organizations may collaborate on proposals submitted.

	CRITERION ELEMENT	Points Per Element
A	Proposed project will have the project, management and fiscal staff resources (to include consultants and/or volunteers) with skills, experience and/or appropriate credentials to administer and conduct an accountable and responsible project. Proposed project will have or have access to facilities, equipment, materials and other physical resources to effectively conduct project.	0 – 5
B	Proposal provides documentation of an acceptable and accountable fiscal management system.	0 – 5
C	Proposal provides confirmed evidence of successful past project performance or success in initiating, maintaining, and completing similar projects or projects of a similar magnitude.	0 – 5

V. BUDGET AND BUDGET JUSTIFICATION:

MAXIMUM POINTS – 20

Proposal presents a clear and reasonable project budget and identifies additional resources other than County funds or County contributions that can help support the proposed project. (Resources may include volunteers, in-kind contributions, cash donations, goods, supplies and services donations, grants, and/or contracts.)

	CRITERION ELEMENT	Points Per Element
A	Proposed budget clearly describes all costs for the project.	0 – 5
B	Proposed budget is reasonable for the project.	0 – 5
C	Proposal includes additional resources that will significantly support the project.	0 – 5
D	Proposed budget includes a significant amount of non-County cash to leverage the proposed project's costs.	0 – 5

CRITERIA

FAIRFAX COUNTY COMMUNITY FUNDING POOL FISCAL YEARS 2005 & 2006 PROPOSAL EVALUATION CRITERIA AFFORDABLE HOUSING CAPITAL PROJECTS

VI. CONSOLIDATED PLAN PRIORITIES:

MAXIMUM POINTS – 15

Proposal serves one or more of the priority household populations identified in the Fairfax County Consolidated Plan: Fiscal Year 2001 -2005. Very low income means 50% or less of the MSA Median Income.

	CRITERION ELEMENT	Points Per Element
A	More than 50% of the population to be served meets a middle and/or high priority.	0 – 5
B	More than 50% of the population to be served by project meets a high priority.	0 – 5
C	More than 50% of the population to be served by project meets a high priority and have a very low income.	0 – 5

VII. IMPACT ON AFFORDABLE HOUSING STOCK:

MAXIMUM POINTS – 15

Proposed project produces new affordable units in an area with limited existing affordable housing and there is a documented market for the proposed affordable housing project; OR Proposed project preserves and/or rehabilitates existing affordable units in a targeted area designated by the Board (e.g. conservation/redevelopment area or rehabilitation districts) or by the legislative body or a participating jurisdiction (e.g. improvement or rehabilitation districts).

	CRITERION ELEMENT	Points Per Element
A	Market demonstrated for project, and project is located in an area with a moderate number of affordable units; OR, age (over 20 years old or older) and poor condition of units justifies rehabilitation; however, project is not located in a designated area.	0 – 5*
B	Market demonstrated for project, and project is located in an area with few existing affordable units; OR age (over 20 years old or older) and poor condition of units justifies rehabilitation and project is located in a designated area.	0 – 10*
C	Project adds affordable housing units through new construction or acquisition/ rehabilitation of units, which were market rate.	0 – 5

** Elements A and B are mutually exclusive.*

Points can not be earned in both elements for a proposed project.

CRITERIA

VIII. PROJECT READINESS: MAXIMUM POINTS – 10

Proposal provides evidence that applicant has identified or controls a site and is ready to proceed with development, acquisition and/or rehabilitation.

	CRITERION ELEMENT	Points Per Element
A	Applicant has site control and preliminary plan of development or site plan approval from local officials.	0 – 5
B	Applicant has zoning approvals, certified architect's plans, specifications, and unit-by-unit work write-up (as appropriate); project is ready to proceed.	0 – 5

IX. PROJECT FINANCING: MAXIMUM POINTS – 10

Proposal provides evidence that project financing and operating plans, if applicable, are feasible, and financing sources are committed or secured.

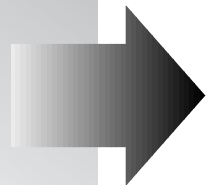
	CRITERION ELEMENT	Points Per Element
A	Documentation available that identifies total project financing, providing sources and uses of funds, as well as pro forma information for rental projects.	0 – 5
B	Operating and financing plans are feasible. Financing, other than County funds, of at least 40% of the total project cost, has been committed or secured.	0 – 5

The next section consists of applicable forms that must be submitted with your proposal.

PLEASE NOTE:

FORMS 1 THROUGH 5 MUST BE COMPLETED BY ALL APPLICANTS.

FORMS 6 THROUGH 16 MUST BE COMPLETED BY AFFORDABLE HOUSING CAPITAL PROJECT APPLICANTS ONLY.



FORM 1



FAIRFAX COUNTY

DEPARTMENT OF PURCHASING AND
SUPPLY MANAGEMENT AGENCY
12000 Government Center Parkway, Suite 427
Fairfax, Virginia 22035-0013
www.fairfaxcounty.gov/dpsm

Issue Date: October 8, 2003	Request for Proposal Number: RFP 04-69910424	For: Consolidated Community Funding Pool
Agency: Dept. of Admin. for Human Services, Dept. of Family Services, Dept. of Housing & Com. Dev., Dept. of Systems Mgmt. for Human Services	Date/Time of Closing: Wednesday, December 10, 2003 2:00 PM	Contract Administrator: Sandy Jones: 703-324-3291

Fairfax County Consolidated Community Funding Pool FISCAL YEARS 2005-2006 PROPOSAL COVER SHEET

FOR JULY 1, 2004 – JUNE 30, 2006

READ AND SIGN BELOW, UNSIGNED COVER SHEETS WILL NOT BE ACCEPTED

FUNDING REQUEST: Fiscal Year 2005 \$ _____ Fiscal Year 2006 \$ _____

Program Title: _____

Non-Profit Organization Name: _____

Faith-Based Organization: _____

Address: _____

Contact Person: _____ Telephone: (____) _____ Fax: (____) _____

E-mail: _____

Identify if proposal(s) is being submitted in collaboration with other non-profit organization(s): ☐ YES ☐ NO

List Other Organization(s) by Name: _____

SIGN BELOW, PROPOSALS WITH AN UNSIGNED COVERSHEET WILL BE DISQUALIFIED

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, information regarding this proposal reflects accurate data regarding need, and estimates of planned/delivered services. This proposal was considered and approved for submission by the Board of Directors on _____ (date). By signing this application, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, subject to final negotiation and acceptance by Fairfax County, and subsequent contract award.

Executive Director (or name of representative) — Signature

Date

Print Name

Title

DEADLINE: All applications must be received and logged in by 2:00 PM December 10, 2003 to be considered for this funding at the following office:

Fairfax County Department of Purchasing and Supply Management
12000 Government Center Parkway, Suite 427, Fairfax, VA 22035

FORM 2

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2005-2006

PROPOSAL SUMMARY SHEET

1. Project Title: _____
2. Funding Request: FY 2005 _____ FY 2006 _____
3. Organization Name: _____
4. Organization Address: _____
5. Federal Tax ID#: _____ 6. Date of Incorporation: _____
7. 501(c)3 Certification ☐ Yes ☐ No; if no, date applied for 501(c)3 Certification _____
8. **FUNDING PRIORITY:** (Check up to two priority areas, or up to three in the case of collaborative proposals with multiple organizations, and identify the percent of CCFP allocated to each.) (See page 3, Proposal Guidelines.)

	Percent of CCFP Funding Request
a. Priority 1 People find and maintain safe appropriate and affordable housing	<input type="checkbox"/> _____
b. Priority 2 People have the skills and supports they need to be self-sufficient	<input type="checkbox"/> _____
c. Priority 3 Families and individuals are healthy, stable and independent	<input type="checkbox"/> _____
d. Priority 4 Youth make safe, responsible decisions	<input type="checkbox"/> _____
e. Priority 5 Families and individuals meet their basic needs	<input type="checkbox"/> _____
TOTAL	100%
9. Estimate percentage of clients at Community Services Block Grant (CSBG) income levels _____
See Technical Workbook
10. Estimate percentage of clients at Community Development Block Grant (CDBG) income levels _____
See Technical Workbook
11. (Check one.) ☐ New Project ☐ Currently funded through CCFP
12. **PROJECT TYPE:** (Please check one)
 - a. Human Service Project (Non Capital) ☐
 - b. Affordable Housing Capital Project ☐
 - c. Administration of Affordable Housing Capital Project ☐
13. Human Service Region(s) to be served: (Please check all that apply, see Technical Workbook for Map.)
ONE ☐ **TWO** ☐ **THREE** ☐ **FOUR** ☐ **FIVE** ☐
14. Brief Program/Project Description: (Include the need addressed, population served, how CCFP funds will be used.)

MUST BE COMPLETED BY ALL APPLICANTS

FORM 3

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2005-2006

PROJECT OUTCOME WORKSHEET

(COMPLETE A SEPARATE FORM FOR EACH PROPOSED PROJECT OUTCOME.) (Outcome _____ of _____)

A. ORGANIZATION:	
B. PROJECT:	
C. NEED/PROBLEM:	
D. ACTIVITY/SERVICE PROVIDED:	
E. IMPACT ON NEED/PROBLEM:	
F. OUTCOME TO BE ACHIEVED:	
G. OUTCOME INDICATORS:	
H. MEASUREMENT SYSTEM:	
I. TOTAL ESTIMATED NUMBER OF INDIVIDUALS & HOUSEHOLDS EXPECTED TO RECEIVE ACTIVITY/SERVICE: FY 2005 Individuals: _____ Households: _____ FY 2006 Individuals: _____ Households: _____	
J. TOTAL ESTIMATED NUMBER & PERCENTAGE OF INDIVIDUALS & HOUSEHOLDS EXPECTED TO ACHIEVE OUTCOME: FY 2005 Individuals: _____ Households: _____ Percentage Number Percentage FY 2006 Individuals: _____ Households: _____ Percentage Number Percentage	

FORM 4

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2005-2006

PROJECT BUDGET REQUEST

PROJECT: _____ ORGANIZATION: _____

BUDGET PERSONNEL COSTS	ACTUAL FISCAL YEAR 2004		PROPOSED FISCAL YEAR 2005		PROPOSED FISCAL YEAR 2006	
	TOTAL PROJECT BUDGET	CURRENT CCFP SUPPORT	TOTAL PROJECT BUDGET	CCFP BUDGET REQUEST	TOTAL PROJECT BUDGET	CCFP BUDGET REQUEST
Fringe Benefits						
TOTAL PERSONNEL						
DIRECT COSTS						
Rent/Mortgage						
Space Utilities/Maintenance						
Audit						
Financial Services						
Consultant Services						
Insurance						
Equipment Purchase/Lease						
Supplies						
Telecommunications						
Printing/Copying						
Postage						
Training						
Travel						
Direct Assistance						
Other (Explain)						
TOTAL DIRECT COSTS						
Management & General						
Indirect Cost						
Rehabilitation						
Acquisition						
Construction						
TOTAL BUDGET						

NOTE: "Total Project Budget" means the total cost of conducting the project in Fairfax County (CCFP funds requested included). "CCFP Budget Request" should reflect the portion of the total budget to be funded by CCFP only.

FORM 5

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2005-2006

ESTIMATED PROJECT REVENUE

EXCLUDING CONSOLIDATED COMMUNITY FUNDING POOL FUNDS

PROJECT: _____ ORGANIZATION: _____

RESOURCE	FY 2004			FY 2005			FY 2006		
(List each Resource by Name)	CASH	NON-CASH	TOTAL	CASH	NON-CASH	TOTAL	CASH	NON-CASH	TOTAL
Federal									
State									
County (non CCFP)									
United Way									
Foundations									
Fund Raising/ Donations									
Client Payments									
Financing/Loans									
Volunteer Value • Total Professional • Total Non-Professional (\$18.93)									
Other									
TOTAL									
Percent of Total Budget as Presented on Form 4	%	%	%	%	%	%	%	%	%

Total # of Professional Volunteers _____

Total # of Non-Professional Volunteers _____

FORM 6

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2005-2006

AFFORDABLE HOUSING CAPITAL PROJECTS DEVELOPMENT PROJECT SUMMARY

PROJECT: _____ ORGANIZATION: _____

1. PROJECT ADDRESS: _____

2. PROJECT LOCATION: _____

3. NUMBER OF UNITS: _____

4. TYPE OF PROJECT: ☐ Rental ☐ Home Ownership

5. TYPE OF UNITS: (single family, townhouse, condominiums, etc.) _____

6. TYPE OF DEVELOPMENT:

☐ New Construction ☐ Acquisition ☐ Rehabilitation Only ☐ Acquisition & Rehabilitation

7. IF EXISTING, YEAR PROJECT BUILT: _____

8. PROJECT DEVELOPMENT TEAM MEMBERS: (names and expertise) _____

MUST BE COMPLETED BY HOUSING CAPITAL PROJECTS APPLICANTS ONLY

FORM 7

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2005–2006

AFFORDABLE HOUSING CAPITAL PROJECTS PRIORITIES FOR HOUSEHOLD CATEGORIES

PROJECT: _____ ORGANIZATION: _____

Indicate the number of households to be served on the following chart for each category of the priority household populations applicant's project is designed to serve. Include the total number (#) of households below for each priority. Indicate the number of very low-income households (at or below 50% MSA Median Income) for each priority. (See Technical Workbook — CDBG Income Limits). Indicate grand total of households for all three priorities and for very low income.

<p style="text-align: center;">HIGH PRIORITY HOUSEHOLDS</p> <ul style="list-style-type: none"> • Homeless persons, both families and individuals (with or without special needs) • Small (2 to 4 persons) related renter households • Large (5 or more persons) related renter households • Non-homeless persons with special needs 	<p style="text-align: center;">NUMBER OF HOUSEHOLDS SERVED</p> <p># _____</p> <p># _____</p> <p># _____</p> <p># _____</p> <p>Total # High Priority:</p> <p>Total # Very Low Income:</p>
<p style="text-align: center;">MIDDLE PRIORITY HOUSEHOLDS</p> <ul style="list-style-type: none"> • Elderly renter households (based on continuation of existing programs) • Existing home owners (preservation of existing affordable owner-occupied housing) • Low/moderate income first-time homebuyers (with or without children) 	<p style="text-align: center;">NUMBER OF HOUSEHOLDS SERVED</p> <p># _____</p> <p># _____</p> <p># _____</p> <p>Total # Middle Priority:</p> <p>Total # Very Low Income:</p>
<p style="text-align: center;">LOW PRIORITY HOUSEHOLDS</p> <ul style="list-style-type: none"> • All other non-elderly renter households without special needs (primarily singles) • Very low income first-time home buyers (due to excessive cost burden or subsidy cost for this group) 	<p style="text-align: center;">NUMBER OF HOUSEHOLDS SERVED</p> <p># _____</p> <p># _____</p> <p>Total # Low Priority:</p> <p>Total # Very Low Income:</p> <p>GRAND TOTAL # All 3 Priorities:</p> <p>GRAND TOTAL # Very Low Income:</p>

FORM 8

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2005-2006

AFFORDABLE HOUSING CAPITAL PROJECTS IMPACT ON AFFORDABLE HOUSING STOCK

PROJECT: _____ ORGANIZATION: _____

TYPE OF PROPOSED PROJECT: *(Check One)*:

☐ RENTAL DEVELOPMENT ☐ HOME OWNERSHIP

COMPLETE THE FOLLOWING, AS APPLICABLE, TO PROPOSED PROJECTS:

A. Project produces new affordable units in an area with *(Check One)*:

- ☐ a moderate number of affordable units
☐ few existing affordable units

1. Estimated total # of housing units in area _____

2. Estimated total # of existing affordable housing units in area _____

3. Estimated total # of new affordable housing units in area project will produce _____

4. Source of information for 1-2 above _____

B. Project preserves and/or rehabilitates existing affordable units? Yes ☐ No ☐

1. Project is in a targeted area:

- Designated by the Board of Supervisors
(e.g. Conservation/Redevelopment Areas or Rehabilitation Districts)? Yes ☐ No ☐
■ Designated by the legislative body of a Participating Jurisdiction? Yes ☐ No ☐

2. If the project is in a designated area, identify the area: _____

3. Identify age of housing units to be preserved and/or rehabilitated: _____

4. Identify the condition of the housing units to be preserved and/or rehabilitated *(Check One)*:

- ☐ Minor rehabilitation required (total rehabilitation costs below \$25,000 per unit)
☐ Substantial rehabilitation required (total rehabilitation costs \$25,000 or more per unit)

5. Provide other information relevant to the condition of the units below:

MUST BE COMPLETED BY HOUSING CAPITAL PROJECTS APPLICANTS ONLY

FORM 9

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2005-2006

AFFORDABLE HOUSING CAPITAL PROJECTS PROJECT READINESS

PROJECT: _____ ORGANIZATION: _____

TYPE OF PROPOSED PROJECT: (Check One):

☐ RENTAL DEVELOPMENT ☐ HOME OWNERSHIP

PLEASE CHECK YES OR NO, as appropriate for the proposed project, and provide attachments as indicated, in the sequence below. CLEARLY LABEL REQUESTED ATTACHMENTS as directed below.

1. Do you have a site identified? If Yes, provide location site map(s) for the project(s). <i>Label as Attachment 9a.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Do you have site control? Attach purchase agreement, title, or other evidence. <i>Label as Attachment 9b.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Do you have a feasibility study? Submit one copy as an attachment. <i>Label as Attachment 9c.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Do you have a market analysis? Submit one copy as an attachment. <i>Label as Attachment 9d.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Does the property require rezoning/special use permit? If so, has a request for rezoning or special use been filed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Are utilities available at the site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Has an environmental audit of the site been undertaken?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Do you have schematics and a preliminary site plan for the project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Do you have detailed cost estimates for rehab work? If yes, submit one copy and identify source of estimates. <i>Label as Attachment 9e.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Do you have an engineering report detailing property condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Has an appraisal been completed for the property? If Yes, what is the appraised value of the property? What is the assessed value of the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	\$ _____	
	\$ _____	
12. Has total project financing been identified for this project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Is project ready for implementation, assuming CDBG funding?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Has the proposed project been described to the appropriate member of the Board of Supervisors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

FORM 10

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2005-2006

AFFORDABLE HOUSING CAPITAL PROJECTS APPLICANT EXPERIENCE AND QUALIFICATIONS

PROJECT: _____ ORGANIZATION: _____

Number of years organization in operation: _____ Date Incorporated: _____

Number of years organization in housing development: _____

1. Total number of units produced: _____
- rehabilitated: _____
- owned: _____
- managed: _____
- constructed: _____

2. Estimate percentage of above total housing units produced that served low and moderate income persons:

50% of median and below: _____

80% of median and below: _____

3. Number of employees and/or volunteers in organization: _____

full time: _____

part time: _____

volunteers: _____

4. Number of employees and/or volunteers to work on project: _____

full time: _____

part time: _____

volunteers: _____

FORM 11

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2005-2006

AFFORDABLE HOUSING CAPITAL PROJECTS PROPOSED OCCUPANCY AND RENT SCHEDULES

PROJECT: _____ ORGANIZATION: _____

COMPLETE FOR RENTAL PROJECTS ONLY:

Occupancy Income Limits*:	
Total # Units in Proposed Project:	
Affordable Units:	
_____ # units at or below 30% MSA	_____ # units at or below 60% MSA
_____ # units at or below 50% MSA	_____ # units at or below 80% MSA
Market Rate Units:	
_____ # units at market rate	

RENT SCHEDULE:

UNIT TYPE	TOTAL NO. OF UNITS BY TYPE	RENT	UTILITIES	INCOME SERVED AS PERCENT OF MSA*

Does the project involve any temporary relocation?

Yes ☐ No ☐

PROJECTS REQUIRING PERMANENT RELOCATION WILL NOT BE CONSIDERED

*MSA refers to Metropolitan Statistical Area Median Income: See Technical Workbook

FORM 12

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2005-2006

AFFORDABLE HOUSING CAPITAL PROJECTS HOMEOWNERSHIP HOUSING

PROJECT: _____ ORGANIZATION: _____

COMPLETE FOR HOMEOWNERSHIP PROJECTS ONLY:

DEVELOPMENT DESCRIPTION:

No. of Units	Square Footage	No. of Bedrooms/Baths	Structure ¹ Type	Type of ² Construction	Cost/Unit	Sales Price/Unit
					\$	\$

TARGETED PURCHASERS:

No. of Purchasers:	Income as a % of MSA: ³

Does the project involve any temporary relocation? Yes ☐ No ☐

PROJECTS REQUIRING PERMANENT RELOCATION WILL NOT BE CONSIDERED.

¹Detached, townhouse, multifamily.

²Stick-built, modular, panelized, manufactured.

³See chart in Technical Workbook.

FORM 13

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2005-2006

AFFORDABLE HOUSING CAPITAL PROJECTS DETAILED ESTIMATE OF DEVELOPMENT COSTS

PROJECT: _____ ORGANIZATION: _____

CONTRACT COSTS	ESTIMATED BUDGET COSTS	SUBTOTAL/TOTAL
1. Land Improvements		
a. Off-Site		
b. On-Site		
c. Landscaping		
d. Engineering Fee (<i>construction</i>)		
SUBTOTAL LAND IMPROVEMENTS		\$
2. Structures		
a. Residential		
b. Non-Residential		
SUBTOTAL STRUCTURES		\$
3. Other costs		
a. General Requirements		
b. Builders Overhead		
c. Builders Profit		
d. Developers Fee		
e. Building Permits		
f. Completion Assurance Letter of Credit		
g. Consultant Fee		
h. Other (<i>describe</i>)		
SUBTOTAL OTHER COSTS		\$
DEVELOPMENT COSTS		
1. Site Engineering/Survey		
2. Design & Supervising Architect(s)		
3. Soil Borings/Geotechnical		
4. Environmental Phase I		
5. Appraisal		
6. Mortgage Placement Fee		
7. Construction Interest		
8. Taxes during Construction		
9. Insurance during Construction		
10. Title/Recording Expense		
11. Legal Fees		
12. Cost Certification		
SUBTOTAL DEVELOPMENT COSTS		\$
LAND/ACQUISITION/DEVELOPMENT COSTS		
1. Total Improvement Cost		
2. Cost of Land/Acquisition		
3. Other		
SUBTOTAL LAND/ACQUISITION/DEVELOPMENT		\$
TOTAL DEVELOPMENT COSTS		\$

**** COMPLETE "ESTIMATED BUDGET
COSTS" COLUMN ONLY

FORM 14

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2005-2006

AFFORDABLE HOUSING CAPITAL PROJECTS DETAILED ESTIMATE OF ANNUAL OPERATING EXPENSES

PROJECT: _____ ORGANIZATION: _____

EXPENSE (complete unshaded areas only)	PER UNIT	ANNUAL	SUBTOTAL/TOTAL
ADMINISTRATIVE			
1. Advertising/Marketing			
2. Office Costs			
3. Management Fee % EGI			
4. Salaries			
5. Legal			
6. Auditing			
7. Bookkeeping/Accounting Fees			
8. Telephone			
9. Other Administrative			
SUBTOTAL ADMINISTRATIVE	\$		\$
UTILITIES			
1. Fuel Oil			
2. Electric			
3. Water			
4. Gas			
5. Sewer			
SUBTOTAL UTILITIES	\$		\$
OPERATING & MAINTENANCE			
1. Janitor/Cleaning Cost			
2. Exterminating Cost			
3. Trash Removal			
4. Security Cost			
5. Grounds Cost			
6. Maintenance/Repairs Cost			
7. Elevator Maintenance Cost			
8. Heating/Cooling Repairs & Maintenance			
9. Snow Removal			
10. Decorating Cost			
11. Miscellaneous			
TOTAL OPERATING & MAINTENANCE	\$		\$
TAXES AND INSURANCE			
1. Real Estate Taxes			
2. Payroll Taxes			
3. Miscellaneous Taxes/Licenses/Permits			
4. Property & Liability Insurance			
5. Other Insurance			
7. Fidelity Bond			
8. Workers' Compensation			
9. Health Insurance & Employee Benefits			
SUBTOTAL TAXES AND INSURANCE	\$		\$
TOTAL OPERATING EXPENSES	\$		\$
REPLACEMENT RESERVES			
TOTAL EXPENSES			\$

FORM 15

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2005-2006

AFFORDABLE HOUSING CAPITAL PROJECTS

PROJECT COSTS AND FINANCING

PROJECT: _____ ORGANIZATION: _____

TOTAL DEVELOPMENT COSTS (From Form 13): \$

TOTAL DEVELOPMENT COST PER UNIT: \$

PROJECT FINANCING:

(If additional space is needed, insert no more than one additional page following this one, and clearly label as Form 15)

Proposed CDBG Program Funds \$

Equity

Source: _____ Amt: \$ _____ Committed Yes ☐ No ☐Source: _____ Amt: \$ _____ Committed Yes ☐ No ☐Source: _____ Amt: \$ _____ Committed Yes ☐ No ☐

Total Equity \$

Loans

1st Trust \$ _____ at _____ % for _____ months Source _____

Committed (Yes ☐ No ☐)

2nd Trust \$ _____ at _____ % for _____ months Source _____

Committed (Yes ☐ No ☐)

3rd Trust \$ _____ at _____ % for _____ months Source _____

Committed (Yes ☐ No ☐)

Total Loans \$

TOTAL PROJECT FINANCING \$

CDBG AS % OF TOTAL PROJECT FINANCING: %

Do you expect to use FCRHA-issued tax-exempt bonds for any part of the financing? Yes ☐ No ☐Do you plan to sell tax credits to raise equity? Yes ☐ No ☐

If yes, in what amount? \$ _____

FORM 16

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2005-2006

AFFORDABLE HOUSING CAPITAL PROJECTS PRO FORMA

PROJECT: _____ ORGANIZATION: _____

COMPLETE FOR RENTAL PROJECTS ONLY:

Provide information for each of the five first full years of stabilized occupancy.
Please fill in the blanks with the actual years included in your projection.

FIVE-YEAR PROJECT PRO FORMA	YEAR 1 _____	YEAR 2 _____	YEAR 3 _____	YEAR 4 _____	YEAR 5 _____
ANNUAL REVENUES					
1. Annual Rental Income	\$	\$	\$	\$	\$
2. Other Annual Income (<i>list</i>) _____	\$	\$	\$	\$	\$
3. GROSS INCOME	\$	\$	\$	\$	\$
4. Minus 5% Vacancy Loss	\$	\$	\$	\$	\$
5. EFFECTIVE GROSS INCOME (#3 minus #4)	\$	\$	\$	\$	\$
6. Operating Expenses	\$	\$	\$	\$	\$
7. NET OPERATING INCOME (NOI) (NOI = #5 minus #6)	\$	\$	\$	\$	\$
8. Debt Service	\$	\$	\$	\$	\$
9. CASH FLOW AFTER DEBT SERVICE (#7 minus #8)	\$	\$	\$	\$	\$
10. DEBT COVERAGE RATIO (#7 / #8)					
11. OPERATING COST PER UNIT (#6 / Total # Units)					

PROPOSAL CHECKLIST

- ☐ FORM 1 — PROPOSAL COVER SHEET
- ☐ TABLE OF CONTENTS
- ☐ FORM 2 — PROPOSAL SUMMARY SHEET
- ☐ WRITTEN NARRATIVE
(Includes Demonstration of Need, Approach,
Organizational Capacity, Budget and Budget Justification)
- ☐ FORM 3 — PROJECT OUTCOME
- ☐ FORM 4 — PROJECT BUDGET REQUEST
- ☐ FORM 5 — ESTIMATED PROJECT REVENUE

HOUSING CAPITAL PROJECTS ONLY

- ☐ FORM 6 — DEVELOPMENT PROJECT SUMMARY
- ☐ FORM 7 — CONSOLIDATED PLAN PRIORITIES FOR
HOUSEHOLD CATEGORIES
- ☐ FORM 8 — IMPACT ON AFFORDABLE HOUSING STOCK
- ☐ FORM 9 — PROJECT READINESS
- ☐ FORM 10 — APPLICANT EXPERIENCE & QUALIFICATIONS

HOUSING CAPITAL (RENTAL PROJECTS ONLY)

- ☐ FORM 11 — PROPOSED OCCUPANCY & RENT SCHEDULES
- ☐ FORM 13 — DETAILED ESTIMATE OF DEVELOPMENT COSTS
- ☐ FORM 14 — DETAILED ESTIMATE OF ANNUAL
OPERATING EXPENSES
- ☐ FORM 15 — PROJECT COSTS & FINANCING
- ☐ FORM 16 — PRO FORMA

HOUSING CAPITAL (HOMEOWNERSHIP PROJECTS ONLY)

- ☐ FORM 12 — HOMEOWNERSHIP HOUSING WORKSHEET
- ☐ FORM 13 — DETAILED ESTIMATE OF DEVELOPMENT COSTS
- ☐ FORM 15 — PROJECT COST & FINANCING

ATTACHMENTS

- ☐ Organization's Mission Statement and/or Strategic Plan
- ☐ Current Board of Director's Roster
- ☐ Board of Director's Roles and Responsibilities
- ☐ Project Position Descriptions
- ☐ Project Staff Resumes
- ☐ Project Performance Evaluation
- ☐ 501(c)3 Certificate or Letter of Application
- ☐ Current Financial Audit and Management Letter
- ☐ Current Federal Tax Form 990
- ☐ FY 2002 Organization-wide Budget
- ☐ Cooperative Agreement or Letter (if applicable)
- ☐ Collaborative Agreement or Letter (if applicable)

HOUSING PROJECTS ONLY

- ☐ Project Readiness
- ☐ Site Location Map
- ☐ Evidence of Site Control
- ☐ Feasibility Study
- ☐ Market Analysis
- ☐ Cost Estimates for Rehabilitation Work